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6 JAN 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Personnel Ceiling Reductions

REFERENCE : Memo dtd 23 Dec 69 to DD/S fm D/L, Subj: Replacement of Agency-Conducted Bus Transportation by a Commercial Operator

1. This memorandum is for your information only.

2. We have reviewed the possibility of functional changes and will comment on each of the four areas of interest which are: reduction of activity, elimination of services, replace staff functions with industrial contracts, and transferring people and responsibility.

a. Reduction in Level of Activity. We do not propose to reduce the level of any specific activity as such action will afford us only marginal relief at best. Below we will propose the elimination of some activities to be contracted out.

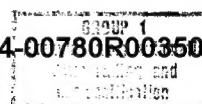
b. Reduction in Service. We could reduce some service such as the at our but to do so would drastically reduce our quick reaction service of requirements for overseas organizations to both Clandestine Services and the Office of Communications. Also, we could request the reassignment of the functions from this Office back to the Clandestine Services, but this would result in the loss of the control that the Agency now has of the identification of safehouses.

c. Replace Staff Functions with Industrial Contracts. We think that this is the significant area of accomplishment for the reduction of the required positions within this Office. Specifically we propose:

(1) Assigned Chauffeurs - Positions. There are chauffeurs assigned to senior officers of the Agency. It is proposed to reassign the ceiling and chauffeur to the organization he serves.

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(2) Motor Pool Branch - Positions. There are currently individuals assigned to the . We propose that a study be made to determine the practicability of contracting for all but emergency type maintenance on Agency vehicles. This could result in a reduction of staff employees.

(3) Shuttle Bus Service (Blue Bird) - Positions. We already have proposed that a study be made to determine the feasibility of contracting out for the shuttle service as now provided by the Blue Bird buses. This would not reduce the service but could result in a reduction of personnel (proposed in referenced memorandum).

(4) Carrier Maintenance - Positions. We propose that a study be made of the feasibility of contracting for the carrier maintenance function which now has personnel assigned but is authorized .

(5) Typewriter Repair - Positions. We currently have staff employees performing typewriter repair at . We propose that a study be made to determine the feasibility of contracting for this function.

d. If you approve the above proposals, it will result in reduction of positions--one more than the required .

e. Replace Staff Functions with Personal Service Contracts. If our above proposals are approved, we do not propose to convert any staff employee to contract employee.

3. Personnel Reductions.

a. Attrition. There were personnel assigned to the Office of Logistics on 31 December 1969 compared to an authorized ceiling of . In April 1969 we said that if we are authorized to continue to fill clerical and Wage Board vacancies, we estimated our personnel strength on 30 June 1971 would be . Because of OPRED, the figure will be nearer if we continue to fill clerical and Wage Board vacancies unless another device is developed to accelerate termination among the professional and junior professional personnel.

In the next 18 months, the Office of Logistics can expect to lose about professional personnel through attrition including retirees. Only one of

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these--an engineer--will need to be replaced from external sources. Thus we have an estimated net loss of []

Also in the next 18-month period, we can expect to lose about [] clerical and Wage Board personnel through resignation or retirement. These include our typists, stenographers, couriers, packers, pressmen, proof readers, etc. Each of these will need to be replaced if we are to function effectively. However, if [] were not replaced, we could be down to our personnel ceiling authorization of [] on 30 June 1971. Except, we also know we will have [] OPRED returnees in Fiscal Year 1971. Therefore, if we are going to be down to our personnel ceiling only through attrition, we will not be able to replace [] resignees or retirees among the clerical and Wage Board group. It is unlikely that we can maintain our effective support by replacing only two-thirds of our losses. We think there should be some orderly out process to reduce our strength in the professional category.

b. Retirement. There are [] individuals who are expected to retire by 30 June 1971 either as a result of the Agency retirement policy or due to the fact that they have already indicated an expectation to retire; however, [] need to be replaced by external recruitment. Therefore, retirement will account for a net reduction of []

c. Conversion from one Assignment to Another. If our proposals in paragraph 2 above are approved, we will energetically attempt to reassign the [] individuals to other positions for which they are qualified within the Office of Logistics.

d. Identification of Surplus Personnel for Reassignment. We are now in the process of identifying the lower ranked personnel in each grade within the Office. If offered the opportunity, we will provide the Office of Personnel a list of personnel surplus to our requirements who might be reassigned within the Agency.

e. Meeting Requirements for Involuntary Separation. We have prepared a list of [] individuals who will be eligible for retirement between now and 30 June 1971 under the CIA Retirement and Disability System and Civil Service Retirement System. Also, we have prepared a list of [] individuals who would be eligible for an immediate annuity under Discontinued Service. If authorized, we are prepared to discuss with each individual his option to retire under Discontinued Service.

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4. The above comments represent our preliminary thinking about the reduction of positions and realignment of personnel. We will continue to study these problems during the next 30 days and furnish additional comments.

Signed: John F. Blake

John F. Blake
Director of Logistics

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